



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #1.303 Training Academy

Page 1 of 16

Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): <i>Standards for Correctional Training Academies</i> , First Edition May 1993	Effective Date: July 30, 2015 Revision/Review History: 07/15/14 Summary of Revision/Review: Updates existing policy pursuant to annual review.	
Cross Reference of Policy: P&P #1.013, <i>Incident Reporting</i> ; P&P #1.200, <i>Employment of Ex-Offenders</i> ; P&P #1.300, <i>Training and Staff Development</i> ; P&P #1.301, <i>Field Training Officer Program</i> ; P&P #1.005, <i>Organization & Delegation of Authority</i> ; P&P #1.106, <i>Fiscal Control</i> ; P&P #1.101, <i>Fiscal Standards</i> ; P&P #1.204, <i>Drug Free Workplace Program</i> ; P&P #1.212, <i>Employee Assistance Program</i> ; P&P #1.215, <i>Code of Ethics</i> ; P&P #1.221, <i>Personnel Management</i> ; P&P #1.222, <i>Personnel Records Management and Security</i> ; P&P #3.210, <i>Comprehensive Safety and Health Program</i> ; P&P #3.015, <i>Use of Force and Related Security Equipment</i> ; P&P #3.016, <i>Use of Firearms</i>	Supersedes Existing Policy :	
Approved: R.O. Lampert Robert O. Lampert, Director		7-17-15 Date

REFERENCE

1. ATTACHMENTS
 - A. Training Academy Organizational Chart
2. OTHER – None Noted



I. PURPOSE

- A. **WDOC Training Academy.** The purpose of this policy is to establish the Wyoming Department of Corrections (WDOC) Training Academy's goals, objectives, standard operating procedures, and to establish a system of regular review. (1-CTA-1A-01)

II. POLICY

- A. **Adequate Staff Training.** It is the policy of the WDOC to provide its staff adequate training prior to their assignment as outlined in WDOC Policy and Procedure #1.300, *Training and Staff Development* and WDOC Policy and Procedure #1.301, *Field Training Officer Program*.
1. This training is coordinated by the Training Academy for Institutional and Central Office staff and by the Field Services trainers for Field Services Division staff.

III. DEFINITIONS

- A. **Training Academy:** The body of staff which provides pre-service training to newly hired staff in order to provide guidance and oversight for in-service training.
- B. **Training Advisory Committee:** An advisory group consisting of representatives from each institution, Field Services, and Central Office as designated by the appropriate CEOs. This group will advise the Training Academy Manager on training issues affecting the WDOC.
- C. **Legally Defensible Training:** Training based on enhancing specific job-related competencies, skills, and objectives, which are determined by a needs assessment or job evaluation and prepared by a credible source. Defensible formal training can be delivered in the classroom, online, or in a blended format.

IV. PROCEDURE

- A. **Training Academy Mission and Vision**
1. **Training Academy Vision.** The Wyoming Department of Corrections Training Academy is the change agent providing staff the knowledge,



skills, and abilities with which to accomplish the Department's mission while molding attitudes that support the vision.

2. **Training Academy Mission.** To provide the Wyoming Department of Corrections with staff who have the basic knowledge, skills, and abilities with which to perform their specific duties and who have internalized the attitudes necessary to support the Department's vision. (1-CTA-1A-01)

B. General Administration

1. The Training Academy Manager works with the staff of the Academy. The Training Academy Manager shall formulate goals for the Academy, measurable objectives for those goals, and the policies, procedures, and programs by which to meet those goals. (1-CTA-1A-02, 1-CTA-1A-03)
2. The Training Academy Manager, appointed by the Director, is responsible for all personnel, volunteers, programs, and activities connected with the Academy. (1-CTA-1A-04, 1-CTA-1A-05)
3. The Training Academy Manager position is covered by the state's personnel rules.
 - i. Qualifications, authority, and responsibilities of the Director and other agency appointed personnel are specified in writing by statute or by the agency. (1-CTA-1A-06-R)
4. The Training Academy consists of a Manager, six (6) Correctional Lieutenants serving as trainers, and one Senior Office Support Specialist. (1-CTA-1A-09)
5. Employees of other public or private agencies providing services to the Training Academy are subject to this policy and other policies of WDOC. (1-CTA-1A-10)
6. All new or revised policies will be made available to students and staff as appropriate. (1-CTA-1A-12)
7. The Attorney General's office is available for legal assistance as outlined in Policy and Procedure #1.005, *Organization & Delegation of Authority*. (1-CTA-1A-16)
8. The basic academy is accredited by the POST Commission annually.

C. Fiscal Management



1. The Training Academy Manager is responsible for fiscal policy, management, and control, following procedures laid out in state statute, and WDOC fiscal policies. (1-CTA-1B-01, 1-CTA-1B-02)
 2. The Training Academy Manager, with input from Academy staff, will recommend changes to the budget each year to the Central Services Division Administrator in accordance with WDOC Policy and Procedure #1.106, *Fiscal Control*. (1-CTA-1B-02, 1-CTA-1B-03, 1-CTA-1B-04)
 3. The Training Academy will follow generally accepted accounting procedures and will use a system to track the current status of appropriations and expenditures. (1-CTA-1B-05, 1-CTA-1B-06)
 4. The Training Academy is audited in accordance with WDOC Policy and Procedure #1.106, *Fiscal Control*, Policy and Procedure #1.101, *Fiscal Standards*, and state requirements. (1-CTA-1B-07)
 5. The Training Academy will maintain an accurate inventory of fixed assets and equipment. Supplies will be safeguarded to prevent waste. (1-CTA-1B-08)
 6. As an entity of the Government of the State of Wyoming, the Academy's insurance needs are provided for by the state. (ACA 1-CTA-1B-09)
- D. Personnel Matters.** For all personnel matters the Training Academy shall comply with WDOC personnel policies, state personnel rules, the compensation manual, state statute, and Peace Officer Standards and Training (POST) rules. (1-CTA-1C-01 through 1-CTA-1C-14)
1. The following WDOC personnel policies require compliance from the Training Academy:
 - i. Policy and Procedure #1.101, *Fiscal Standards*;
 - ii. Policy and Procedure #1.200, *Employment of Ex-Offenders*;
 - iii. Policy and Procedure #1.205, *Workplace Harassment, Discrimination, and Equal Employment Opportunity*;
 - iv. WDOC Policy and Procedure #1.204, *Drug Free Workplace Program* specifies support for a drug-free workplace for all employees this policy includes at a minimum the following:
 - a. Prohibition of the use of illegal drugs;



- b. Prohibition of possession of any illegal drug except in the performance of official duties;
- c. The opportunities available for treatment and/or counseling for drug abuse;
- d. The procedures to be used to ensure compliance; and
- e. The penalties for violation of the policy. (1-CTA-1C-07-R)
- v. Policy and Procedure #1.212, *Employee Assistance Program*;
- vi. Policy and Procedure #1.215, *Code of Ethics*;
- vii. Policy and Procedure #1.221, *Personnel Management*; and
- viii. Policy and Procedure #1.222, *Personnel Records Management and Security*.

E. Instructor Requirements

1. Full-time Training Academy instructors must complete training as necessary to maintain their POST Correctional Officer certification, their POST General Instructor certification, and their certification in specific topics as required.
2. Full-time training personnel will possess at least a GED or high school diploma, will have completed a 40-hour training-for-trainers course, and must, at a minimum, have a combination of college education, training, or experience that total at least five years. (1-CTA-3A-02)
3. All instructors in specialized areas will be certified by a competent authority to conduct such training. This includes subjects such as firearms, chemical agents, defensive tactics, Verbal Judo, Motivational Interviewing, and First Aid/CPR/AED. (1-CTA-3A-16; 1-CTA-3A-17; 1-CTA-3A-18)
4. All full-time Academy staff will be certified in First Aid/CPR/AED and will know the method to obtain assistance when needed. (1-CTA-3A-19[M])
 - i. CPR-certified personnel are available to respond within a four-minute time period. (1-CTA-3F-02)



5. New full-time Training Academy employees will receive orientation training prior to undertaking their assignments. (1-CTA-3A-09) Orientation training will include, at a minimum, the following:
 - i. Orientation to the purpose, goals, policies, and procedures of the Training Academy and the WDOC;
 - ii. Working conditions and regulations;
 - iii. Employee's rights and responsibilities;
 - iv. Security responsibilities;
 - v. Personnel practices; and
 - vi. Prohibitions concerning sexual harassment, religious prejudice, and minority rights.

F. Requirements for Students

1. Students in the Academy are subject to state statutes, State of Wyoming Personnel Rules and the policies and rules of the WDOC. In addition, they are required to comply with the Training Academy Code of Conduct.
2. Successful completion of the Training Academy requires attaining a minimum of a seventy percent (70%) on each written exam and maintaining an overall average of at least seventy percent including practical application exercises. For tests regarding Emergency Procedures and PPCT, a minimum of eighty percent (80%) is required.
 - i. A student failing a written exam will be given no more than 4 working days in which to retake the test. The highest score given for passing a retake is 70%.
 - ii. Students may ask for verbal testing or retesting if they have difficulty answering test questions in writing.
 - iii. Students may rewrite reports with a failing score. The highest score given for a rewritten report is 70%.
 - iv. Uniformed students must also demonstrate proficiency in the practical application of OC and Defensive Tactics.



3. Uniformed students must meet the physical fitness standards set by the WDOC in accordance with POST rules the week prior to attending the Defensive Tactics course.
 - i. If a student fails an event of the fitness test during the regularly scheduled test they may be retested on the failed event prior to the start of Defensive Tactics training either at the institution of their hire or at the Training Academy. If the retest is done at the institution of hire it will be done by a sergeant, at minimum, or the Human Resources specialist in accordance with the testing procedures of the Academy. If the student then passes that event they will be allowed to continue in the current Academy.
 - ii. If a student fails an event of the fitness test during the regularly scheduled test and they either do not retest or again fail that event prior to the start of Defensive Tactics training they will return to or remain at the institution of hire. The Warden of the institution may take action in accordance with personnel rules. The Warden may give the student time to develop the physical fitness to pass the fitness test. In this case, the student must pass all events of the fitness test no more than one week prior to the start of Defensive Tactics training in order to be allowed to join a Training Academy class in progress.
4. Students may be removed from training for reasons such as creating an unsafe atmosphere, violation of law, policy, or procedure, being disruptive, exhibiting a pattern of failure in academic or practical exams, or being non-participative. The instructor is allowed discretion in managing their classroom.
 - i. Instructors are authorized to remove students from the classroom and refer them to the Training Academy Manager for action.
 - ii. The Training Academy Manager may remove students from the Academy and refer them to their CEO for action.
 - iii. In any case documentation of the events leading to the removal will be provided to the appropriate authorities.

G. Information Systems and Research

1. Training conducted by the Academy will be documented electronically and/or physically in accordance with the retention policies. (1-CTA-1D-01)



2. The Training Academy collaborates with criminal justice and service agencies in research activities, information gathering, exchange, and standardization. (1-CTA-1D-02)

H. Instructional Systems

1. The Training Academy shall provide legally defensible training based on the following elements:
 - i. Training should be based on specific competencies with;
 - a. Applied skills and knowledge necessary to perform the assigned tasks successfully; and
 - b. Tasks identified through a formal job evaluation process.
 - ii. Training should encompass specific performance objectives targeted to outcomes;
 - a. Goals of the training should be identifiable and measurable.
 - b. The training should be designed based upon information and research that is credible and applicable to the audience.
 - iii. Training shall be documented for records.
 - a. A formal lesson plan or equivalent is used to reflect performance objectives, instructional content, instructional delivery strategies and evaluation methods at a minimum.
 - iv. Training shall be delivered by a qualified source.
 - a. Credentialed: Instructors/facilitators possess a documented credential, qualification or certification for the content area for which they are training, such as instructors in Firearms, Self-Defense, or specific counseling techniques.
 - b. Knowledgeable and skilled in the field of study and the content to be taught.
 - c. Possess solid instructional delivery skills appropriate for the delivery format (classroom, online facilitation skills, or blended delivery skills).



3. Lesson plans used in the Training Academy will be developed using the adult learning theory model, up-to-date training methods, and will follow the National Institute of Corrections Academy's Instructional Theory Into Practice (ITIP) format. The most current, approved lesson plan and training materials will be used when teaching classes in the Academy. (1-CTA-3A-14)
 - i. Lesson plans will be reviewed annually or as required by changes in policy or procedure.
 - ii. Lesson plans may also be revised as the result of information gathered during the evaluation of the effectiveness of the training.
4. Lesson plans for practical exercises or scenario based training include:
 - i. Learning objectives;
 - ii. Performance measures; and
 - iii. Evaluation guidelines.
5. Every effort must be taken in developing training that copyright law is respected. The state's Attorney General's office is available to answer questions if there is doubt.

I. Staff Development and Training Plan

1. The Training Academy's staff development and student training programs are planned, coordinated, and supervised by qualified employees. The training plan is reviewed annually. (1-CTA-3A-01)
2. The Training Academy will develop and evaluate a training plan based on a valid annual assessment of current job-related training needs. (1-CTA-3A-03)
 - i. The Training Academy Manager, in consultation with the Training Advisory Committee and the Senior Staff of the WDOC, will determine which portions of the basic academy staff in various positions will attend. The basic break-down of positions includes uniformed WDOC employees, non-uniformed WDOC employees, and the employees of contractors providing services to the WDOC.
 - ii. The Training Advisory Committee and surveys will be consulted in developing the training plan. (1-CTA-3A-05)



- iii. The training plan will contain at least the following information; (1-CTA-3A-04)
 - a. List of all courses/classes to be offered;
 - b. Dates the courses/classes are offered;
 - c. Synopsis of each course/class, including length in hours, target group, objectives, and prerequisite training; and
 - d. Enrollment information.

J. Course Curriculum

- 1. Each course shall have a course schedule that includes the name of each class, time and date of each class, and the scheduled instructor. (1-CTA-3A-13)
- 2. Each course shall be taught using a standardized, competency based curriculum supported by appropriate materials and classroom resources. (1-CTA-3A-15)
- 3. Course curriculum on use of force/self-defense for all staff includes the use of physical force to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. In no event is physical force justifiable as punishment. A written report is prepared following all uses of force and is submitted to administrative staff for review. (1-CTA-3A-20)
- 4. The minimum number of hours of pre-service and in-service training received by staff will be in accordance with ACA standards and/or WDOC Policy and Procedure #1.300, *Training and Staff Development*. (1-CTA-3A-21)

K. Specialized Training

- 1. Correctional officers assigned to an emergency unit have at least one year of corrections and 40 hours of specialized training before undertaking their assignments. Other staff must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first year training program. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignment. (1-CTA-3A-22)



2. Firearms courses cover the use, safety, and care of firearms and the constraints on their use. Courses must include a demonstration of individual student competency in accordance with WDOC Policy and Procedure #3.016, *Use of Firearms*. (1-CTA-3A-23[M])
3. Chemical agents training courses must cover the use and handling of chemical agents as well as the treatment of individuals exposed to a chemical agent. Courses must include a demonstration of individual student competency. (1-CTA-3A-24[M])

L. Evaluation of Programs. The Training Academy will perform ongoing formal evaluation of all pre-service, in-service, and specialized training programs it conducts. A written report will be prepared annually including input from operational units. (1-CTA-3A-06)

1. The Training Academy periodically evaluates its overall performance by tracking the number of classes offered each year and the number of students graduated. Trends in retention, discipline statistics, and student ratings of training are used to evaluate the effectiveness of training programs and initiatives. (1-CTA-1D-03)
2. Academy staff will meet monthly to assess progress and discuss new endeavors. (1-CTA-1A-13)
3. The Training Academy Manager monitors student performance, evaluations, and observes classes to ensure the Academy is complying with policy and working to achieve the goals. (1-CTA-1A-14)
4. The Training Academy Manager will provide a written report to the Central Services Division Administrator annually including, at a minimum, major developments relating to Academy progress and objectives. (1-CTA-1A-15)

M. Training Records

1. Staff and student training records are handled as personnel records. They will be safeguarded per state personnel rules. Students may not see another student's record. Records, both hard-copy and electronic, are maintained per the applicable Retention Schedule. (1-CTA-3A-10)
2. A record of each course conducted will be maintained per the applicable Retention Schedule. (1-CTA-3A-11) The record will include, at a minimum:



- i. Attendance records;
 - ii. Lesson plans;
 - iii. Instructor's name(s);
 - iv. Course evaluations;
 - v. Course beginning and ending dates;
 - vi. Student test results; and
 - vii. A record of certificates awarded.
3. Daily class attendance is recorded, certified as accurate by the instructor, and maintained as part of the course record. (1-CTA-3A-12)

N. Building Safety, Repairs and Inspections

1. The Training Academy building will conform to building and fire codes. (1-CTA-2A-01, 1-CTA-2A-02)
2. The Training Academy building is included in the Wyoming State Penitentiary's (WSP) preventive maintenance program. Emergency repairs or replacement are completed by the physical plant staff of the WSP. (1-CTA-2A-03)
3. The Training Academy is inspected at least quarterly by a member of the management staff the procedure for said inspections is outlined in WDOC Policy and Procedure #3.210 *Comprehensive Safety and Health Program for Central Office and Correctional Facilities*. (1-CTA-3B-01)
4. WDOC require the following inspections:
 - i. Monthly sanitation inspections of all academy areas by a qualified departmental staff member;
 - ii. At least annual inspections by federal, state, and/or local sanitation and health officials. (1-CTA-3E-01[M])
5. The academy complies with all applicable laws and regulations of the governing jurisdiction, and there is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. WDOC Policy and Procedure #3.210 *Comprehensive*



Safety and Health Program for Central Office and Correctional Facilities, outlines the procedure for such inspections and corrective actions. (1-CTA-3E-01[M])

O. Storage of Hazardous Materials

1. Tools and cleaning supplies will be maintained in good order.
2. Chemical agents and less-lethal munitions used for Training Academy purposes will be stored in the Academy's vault (1-CTA-3B-05).
3. Academy staff may draw chemical agents and less-lethal munitions as required for training purposes. (1-CTA-3B-03).
4. Chemical agents and less-lethal munitions will be inventoried quarterly to determine their condition and expiration date. (1-CTA-3B-04) Note: The manufacturer's expiration date is a date beyond which they will not warrant that the propellant will function properly. The active ingredient maintains its safety and efficacy. Since Training Academy OC is used for training only, not for self-protection or control purposes, product may be used long after the expiration date.
5. All flammable, toxic, and caustic materials will be stored and used in accordance with the applicable SDS. (1-CTA-3B-06)
6. All persons injured in an accident will receive immediate medical examination and treatment. The appropriate forms (e.g. worker compensation) will be completed and routed to the correct people. (1-CTA-3B-07) The Drug Free Workplace Program coordinator will be contacted to determine the need of a test.
7. The use of, unloading and reloading of, and training involving the use of firearms will follow the procedures detailed in WDOC PP 3.016, Use of Firearms. (1CTA-3B-08, 1CTA-3B-09) Training involving the use of chemical agents will follow the procedures detailed by the agency certifying instructors. (1CTA-3B-10)

P. Safety and Emergency Procedures

1. The Training Academy maintains a written evacuation plan to be used in the event of a fire or major emergency. (1-CTA-3C-01[M]) The plan is reviewed annually by all Academy staff and is available to students.



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #1.303	Page 15 of 16
		Training Academy

2. The Training Academy will follow all applicable WDOC policies and directives as well as OSHA guidelines relevant to fire prevention. (1-CTA-3C-02)
3. Emergency communications will be via phone (landline or cell) or, in the Training Academy proper, via voice. (1-CTA-3C-04) Outside assistance will be summoned by dialing 911. Notification requirements of WDOC Policy and Procedure # 1.013, *Incident Reporting*, will be adhered to when it is safe to do so.
4. All Training Academy staff will be trained in the implementation of the Department's and the Academy's emergency plans. (ACA 1-CTA-3C-05)
5. Twenty-four-hour emergency medical services are available at the Memorial Hospital of Carbon County and by calling 911. (1-CTA-3F-01[M])
6. A first aid kit and defibrillator will be available for use. (1-CTA-3F-03)
7. The Training Academy's executive assistant will maintain a list of emergency contacts for Training Academy staff. Students will be required to provide an emergency contact in the event of serious illness or injury. This information will be maintained by the executive assistant and be readily available to Training Academy staff either in hard copy or electronically. (1-CTA-3F-04)

Q. Food Service and Sanitation

1. The kitchen of the Wyoming State Penitentiary delivers lunch each day a basic course is in session.
2. A written housekeeping plan is reviewed with students and staff and is followed to ensure the physical plant is clean, safe, and in good working order. (1-CTA-3E-05). The plan will include the removal of waste to the dumpster. (1-CTA-3E-03)
3. The Training Academy will use the services of a commercial exterminator to control vermin and pests. (1-CTA-3E-04)

V. TRAINING POINTS

- A.** What does A.D.D.I.E. stand for?



- B.** What does ITIP mean?
- C.** Uniformed students must pass the fitness test before progressing to what portion of the Training Academy?